

PRODUCTION RECORD – NuMENUS

Date: _____

☐ K-6 Lunch

☐ K-12 Breakfast

Menu: _____

☐ Offer vs. Serve

☐ Offer vs. Serve

☐ 7-12 Lunch

☐ 7-12 Breakfast

☐ Offer vs. Serve

☐ Offer vs. Serve

☐ After School Snack

Menu Items	Food Temp	Total Food Used	Amount Over/Short ✓ Re-analyze	Unit Cost	Total Cost
Entrée(s)					
Other Items					
Milk (specify types)					

	Number of Meals Planned	Number of Meals Served
Age/Grades		
Age/Grades		
Adults/Others		
	Total	Total

Cost	Cost Per Meal
Total Food Cost \$	Total Cost \$
Total Labor Cost \$	÷ Total Meals Served
Total Cost \$	= Cost Per Meal \$

Comments:

Instructions for Production Record – Nutrient Standard Menu Planning

To ensure that meals meet USDA requirements, you must maintain daily records for each meal claimed for reimbursement. You will not receive reimbursement for meals that do not have sufficient documentation. The documentation must be maintained on file at the School Food Authority (SFA) for three years plus the current school year.

Nutrient Standard Menu Planning (NSMP) requires a nutritional analysis of foods used in school meals. To do this, schools must use USDA-approved computer software.

When averaged over a school week, the menu nutrient analysis must:

- Provide 1/3 of the RDA for specific nutrients, as well as 1/3 of calorie needs for each age or grade group for lunch;
- Provide 1/4 of the RDA for specific nutrients, as well as 1/4 of the calorie needs for each age or grade group for breakfast; and
- Meet certain standards which help ensure that meals are consistent with the Dietary Guidelines for Americans.

See the Menu Planning Options information sheet (gray) and Chapter 3 of [A Menu Planner for Healthy School Meals](#) for more information about the requirements for this option.

Required documentation includes:

- Date
- Menu
- Check appropriate boxes:
Grade/Meal (Breakfast, Lunch, After School Snack)
Offer vs. Serve, if appropriate
- Menu Items (remember to include condiments under “Other Items”)
- Total Food Used
- Number of Meals Served:
Age/Grades
Adults/Others
Total Meals Served

Optional documentation includes:

- Food Temp: It is recommended that temperature of food that is to be held above 140 degrees or below 40 degrees be taken prior to service and recorded. You do not need to take temperatures of food items such as condiments.
- Amount Over/Short: This will help you adjust food production the next time an item that was significantly over or short is on the menu. If there is a need to substitute an item prior to two weeks before the original menu item is to be served, the menus for the week must be re-analyzed and meet nutrient requirements. If the substitution occurs within two weeks, no re-analysis is required if you use a similar item.
- Unit Cost and Total Cost: It is recommended that menu costs be documented for cost control.
- Comments: Record comments regarding any problem or special event that affected the meal.